

## Quick Start for SCWages

This program allows you to submit wages to the South Carolina Employment Security Commission on diskette. The Diskette Wage Reporting Program requires a PC with one of the following operating systems: Windows 95, Windows 98, Windows 2000 or Windows NT. 20 Mb of free disk space is needed on the PC for installation. You will also need a 3.5" floppy disk drive capable of writing to a high density (1.44/1.2 Mb) diskette.

Note: This program must be installed directly to the hard drive of your PC. In addition, forms must be printed using a laser jet printer.

To install the program, follow the instructions below:

1. Close ALL applications on your PC, including the shortcut bar for Windows Programs.
2. Download the setup.exe file to a new folder on your hard drive.
3. Click on 'Start', 'Run...' which will bring up the 'Run' dialog box.
4. Click on browse and navigate to the new folder you created.
5. Double click on the folder you created; or if the folder is already expanded, double click on Setup.exe.
6. Click on 'OK' at the 'Run' dialog box to begin setup.

During the installation process, you may receive messages stating that a file is already in use. Click on 'Ignore'. You will be asked to confirm that option. Choose the option to proceed with the installation by clicking 'Yes'.

Once you are done, initialize the fonts for printing the scannable Contribution and Wage Reports. To do this, open Windows Explorer. Navigate to the 'Windows\Fonts' directory. Click on the fonts entitled '3 of 9 Barcode' and 'OCR A Extended'.

### Using the SCWages Program

If you chose the standard installation option, the program is installed to the Program Files directory on your PC. It is accessed by clicking 'Start', 'Programs', 'SCWages', 'SCWages'. Additionally, a shortcut will be installed to the desktop. The first time the program is run, it will be necessary to complete the transmitter information to enable us to provide you with upgrades to the system and/or notify you of any problems with transmission of the wages. After completing this information, click on the 'Don't show this screen again' check box at the bottom of the screen and